

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
SASEN-DC P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 1180-1-3

12 August 1985

Contracts
PREPARATION OF CONSTRUCTION AND SUPPLY CONTRACT
SPECIFICATIONS

1. Purpose. To establish policies, methods, and procedures for preparing specifications, and to cover the preparation of specifications on all supply construction contracts.

2. Applicability. This regulation applies to all District activities.

3. Procedures.

a. General. Considering the cost of materials and labor, the Savannah District pre-printed specifications should be used to the greatest extent possible. For site-adapted work, with minor changes, a marked-up print or copy of the previous issue, changed as necessary and identified as to original Invitation Number should be used as a draft. Specifications writers are reminded to check each section of specifications before preparing their final draft to make certain the latest material is being used. This can result in substantial savings in time and money in the final preparation of the specifications.

b. Master. Masters will be typed and/or cut-and-patched, on one side only, on 8-1/2x11 inch, 20-pound bond paper. For Supply Contracts there will be a 1-inch margin at the top of the page, 3/4-inch at the bottom, 1-inch binding margin on the left side, and a 3/8-inch margin on the right side. For Construction Contracts, there will be 1-inch margins at the top and bottom of the pages, a 1-1/4-inch binding margin on the left side, and a 1-inch margin on the right side.

This regulation supersedes DR 1180-1-3, dated 30 Jun 76.

c. Spacing. Double spacing will be used between paragraphs and/or subparagraphs. Double spacing of tabular data will be avoided. Page numbers will be centered 1/2-inch from the bottom in the margin.

d. Printing. Specifications will be printed back-to-back except each section will begin on a new right-hand page. Detail drawings, such as those contained in the current sections 16A1 and 16W1, and boring logs will be printed back-to-back. Tables will be placed one under another to fully use the pages and printed back-to-back.

e. Type. Standard Elite type is required. Matrix print is not acceptable.

f. Table of Contents. One Index or Table of Contents will be provided at the front of each volume of specifications, consisting of a listing of sections only. Since each section of the specifications, including the SPECIAL PROVISIONS, carries a list of paragraphs by number and title, only a list of sections by number and title and number of page is furnished as an overall index.

g. Omissions. The Table of Contents will be arranged by Division Number, with a listing of sections included. No reference will be made to any omitted section.

/s/

DANIEL W. CHISTMAN
Colonel, Corps of Engineers
Commanding

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